

Standard: <i>Quality Assurance Quarterly Report</i>	
Issue Date: May 5, 2000	Standard ID: <i>S-QA-140</i>
Supersedes: April 5, 2000	Rev/Change 2.0

1. Purpose: To provide information on Project Quality Assurance activities to the Quality Assurance Manager.

2. Creating Procedures:

P-QA-020 - Project Quality Assurance

3. Contents:

- a) *Project:* Project Name
- b) *Date:* Report Date
- c) *QA Specialist:* Project QA Specialist
- d) *Report Period:* Time covered by report, (month, day, year)
- e) *Accomplishments/Activities:* Record project QA activities for the report period, e.g., inspections performed, peer reviews performed, test activities, etc. Graphs, charts, etc. for defect data may be attached if desired or required.
- f) *Problems/Issues/Risks:* Identify any problem areas
- g) *Audits Performed/Scheduled:* Number of audits performed for reporting period and number of audits scheduled for the reporting period.
- h) *Corrective Action Status:* Number of CAR's issued, open closed and overdue for the reporting period and the total project life to date. May include charts breaking down CAR's by function area, process, etc.
- i) *Customer Issues:* Report any customer interfaces, issues, etc.
- j) *Subcontractor/Vendor Issues:* Report any Subcontractor/Vendor issues, e.g., VMNR's, receiving inspection problems, survey issues, etc.
- k) *Planned Activities Next Period:* Identify any significant planned QA activities, e.g., customer reviews, meetings, tests, surveys, etc.

4. Format:

Following Page

5. Notes: N/A

QA QUARTERLY REPORT	Project: _____ Date: _____ QA Specialist: _____															
Reporting Period: __ / __ / ____ through __ / __ / ____																
Accomplishments/Activities:																
Problems/Issues/Risks:																
Audits Performed: _____ Scheduled: _____																
Corrective Action Status <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%;">Issued</td> <td style="width: 15%;">Open</td> <td style="width: 15%;">Closed</td> <td style="width: 15%;">Overdue</td> </tr> <tr> <td>Reporting Period Totals</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project YTD Totals</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			Issued	Open	Closed	Overdue	Reporting Period Totals					Project YTD Totals				
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